

**Connecticut General Assembly
JOB OPPORTUNITY
Director, Legislative Commissioners' Office**

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Open To: The Public

Location: Hartford

Hours: Full-Time

Closing Date: September 2, 2015

Summary Description

The Connecticut General Assembly is seeking a visionary and strategic leader for the position of Director of the Legislative Commissioners' Office (LCO). The LCO mission is to serve legislators and other officials by (1) drafting legislation that expresses legislative intent in clear, concise and constitutionally sound language, (2) providing legal counsel, (3) publishing legislative documents, and (4) carrying out all other duties assigned by law. The General Assembly is eager to recruit a director with a successful track record leading and managing independent, highly motivated, and diverse professionals.

Qualifications and Salary

The person selected will manage a thirty-three member (twenty attorney), nonpartisan legal office, which provides bill drafting and related research and legal services to the committees and members of the General Assembly and the Governor. The office is also responsible for preparation of legislative documents, publication of public and special acts and codification and publication of the Connecticut general statutes.

The LCO Director will have the following skills and qualities:

- Experience in bill drafting and familiarity with legislative rules and procedure, codification and annotation of statutes and publication procedures;
- Outstanding legal skills, proven leadership, supervisory and administrative ability;
- Excellent written and oral communication, interpersonal and teambuilding skills;
- Ability to work objectively and impartially in a political environment with knowledge of state government, policymaking, federal and state laws, constitutional law, state agency regulations, parliamentary procedure and the legislative process;
- Experience with computerized information systems;
- The ability to thrive in a fast paced environment;
- Excellent presentation, analytical and problem solving skills;

- Demonstrated expertise as a relationship builder, proven and successful track record creating effective partnerships and collaborations, and a reputation as a good strategic partner;
- Strong commitment to the General Assembly and office's mission and a demonstrated commitment to innovation;
- Credibility and experience to provide constructive feedback to legislative committees and office staff;
- Proven managerial and organizational development experience; a successful track record as a unifying leader who inspires collaboration and functions decisively while building consensus;
- Capability to connect with staff on an individual or group level;
- Outgoing, open, trustworthy, and straightforward manner and proven ability as an active, keen listener;
- Extensive experience interpreting statutes, regulations and case law.

The LCO Director must have graduated from an accredited law school, been admitted to the Connecticut Bar and have 10 or more years of diversified experience in the practice of law or related employment, including bill drafting and familiarity with codification and annotation of statutes. The complete salary range for this unique opportunity is \$133,231 - \$193,716. The State of Connecticut also offers excellent fringe benefits.

Duties and Responsibilities

- Work closely with a senior management team to set the office's overall direction and develop and implement office strategies and goals;
- Develop and sustain a collaborative workplace culture that reflects the office's mission, ensure open and clear channels of communication, and employ transparent decision making;
- Ensure strong internal communication among staff, work closely with the leadership team to ensure the flow of relevant information and encourage effective collaboration and coordination between and among offices;
- Regularly evaluate performance and encourage personal and professional leadership development;
- Collaborate with General Assembly's executive leadership team to foster a dynamic culture for nonpartisan staff;
- Lead by example;
- Work long hours during the legislative session;
- Maintain liaison with General Assembly leadership, the chairs and ranking members of legislative committees, and other members of the General Assembly;
- Develop innovations to improve office products and overall efficiency;
- Reinforce and strengthen longstanding relationships that the office maintains to fulfill its mission;
- Show a demonstrated commitment to customer service, the ability to observe and discern customer needs, and the skill and commitment needed to adapt or devise products and services to address those needs;
- Undertake collaborative projects when appropriate.

To apply for the position, please submit a cover letter and resume to be received no later than 5:00 pm September 2, 2015 to: LCO Director Search Committee, Office of Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 or at CGAEMPLOYMENT@CGA.CT.GOV

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.